**RECEPTIONIST COVER LETTER**

August 31, 20XX

[Hiring Manager’s Name]  
[47 Company Address]  
[Company City, State XXXXX]  
[(XXX) XXX-XXXX]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager’s Name],

I am thrilled to be applying for the open Front Desk position at Mallard’s Technology Incorporated. I am a highly motivated worker with two years of experience handling secretarial duties at Fantasy Labs, a software startup company in San Francisco. In addition, I graduated from the University of San Francisco with a degree in Business Administration, earning a 3.5 GPA. My skills and academic experience make me the perfect fit for the role.

During my two years as a secretary, I developed many skills to assist with the rapid growth of Fantasy Labs. I was tasked with scheduling appointments, handling weekly breakfast orders, restocking office supplies and snacks, developing surveys, and purchasing technology for new employees. In Q4 of 2019, I was able to save the company over $5,000 by finding another technology vendor with a more generous warranty policy. During company 360 evaluations, I was consistently rated in the top 95th percentile by my peers and bosses for my competence and positive attitude at work.

Having studied your job description, I am aware that Mallard’s Technology is looking for a Front Desk operator that can handle more than the occasional visitor and phone call. Given the wide range of my responsibilities at my previous job, I believe I have the requisite skills and abilities to handle any tasks that you require.

I would love to have the opportunity to further explain my qualifications for the role. You can contact me by email at your.name@gmail.com or by phone at (XXX) XXX-XXXX. I am ready to make myself available at your convenience.

Sincerely,

Signature